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ERA PROCEDURES

PROCEDURES FOR PLANNING THE ANNUAL RESEARCH PROGRAM OF THE ECONOMIC RESEARCH AREA OF THE OFFICE OF RESEARCH AND REPORTS

Number 1

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CENTRAL INTELLIGENCE AGENCY

Office of Research and Reports

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ERA Procedures No. 1
(ORR Project 00.2417)

PROCEDURES FOR PLANNING THE ANNUAL RESEARCH PROGRAM OF THE ECONOMIC RESEARCH AREA OF ORR

The procedures outlined in the following paragraphs govern the planning of the annual research program for the Economic Research Area (ERA) of the Office of Research and Reports (ORR). The purpose of these procedures is to simplify the process of planning and to insure uniformity in the submission of research programs by the Branches to the responsible Division Chief and the Chief, Economic Research (Chief/E) for substantive review. The drafting of the annual research program, to be accomplished between February and June of each year, will proceed as follows:

1. The Planning and Review Staff (St/PR) will send to all ERA Divisions and Branches a schedule setting forth the dates by which the various steps in drafting the program are to be completed. At the same time, St/PR also will distribute a list of area-wide and other direct support projects (contributions) that will be scheduled during the new fiscal year. The list will be drawn up on the basis of schedules for National Intelligence Estimates (NIE's) and National Intelligence Surveys (NIS's), a review of current and anticipated commitments to other consumers, and discussions with the Division and Branch Chiefs concerned. This list will represent the best judgment of the ERA concerning the probable requirements for direct support in the form of contributions.

2. Each Division Chief, after consultation with his Branch Chiefs, will draw up suggestions for self-initiated, area-wide projects to be undertaken during the new fiscal year, taking account of known plans for NIE's and NIS's and projects being carried over from the current fiscal year. These proposals will be submitted to Chief/E, with copies to all other Division Chiefs. Individual analysts are encouraged to submit ideas for such area-wide research projects. In addition to a discussion of the proposed project, the submission for each project will include a list of participating Branches, a rough approximation of the man-hours required for each Branch, and the proposed due dates. The Chief/E, in consultation with the Division Chiefs, will determine the projects to be undertaken.

3. St/PR will distribute a list of any new area-wide projects that are agreed upon, together with a list of any area-wide projects currently in process that will not be completed during the current fiscal year.

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4. Upon receipt of these lists, each Branch Chief will determine the approximate number of man-hours remaining available for research and, in consultation with his analysts, will prepare proposals for self-initiated non-area-wide projects within the limits of the remaining time. After obtaining approval for such projects from the Division Chief, each Branch will prepare its complete program for the new fiscal year and will submit to St/PR through the Division Chief an original copy and one carbon copy in the form outlined in the Attachment. Adherence to the form is essential because uniformity in submissions from the Branches will simplify and facilitate greatly the review of the individual programs by the respective Division Chiefs and the Chief/E and the preparation of the program by St/PR and the Publications Staff (St/PB) for final publication.

5. As a primary basis for programing self-initiated projects, Branch and Division Chiefs should use the EIC-S-1 Series and EIC-S-16 Series, Surveys of Priority Research and Collection Deficiencies of Economic Intelligence on the Soviet Bloc, 1955, SECRET/US OFFICIALS ONLY, approved by the Economic Intelligence Committee (EIC) and its subcommittees. In order to avoid possible duplication of research, the latest annual EIC Survey Listing of Internal and External Economic Research Projects on the Sino-Soviet Bloc, SECRET/NOT RELEASABLE TO FOREIGN NATIONALS, also should be consulted.

6. The Chief/E will meet with representatives of the Branches and Divisions to discuss the proposed program. The programs of individual Branches will be revised, if necessary, and resubmitted to St/PR.

7. St/PR will consolidate the programs of individual Branches into a draft program for the ERA as a whole. This draft will be submitted to the Assistant Director, Research and Reports (AD/RR), for review and approval and for coordination with other components of CIA.

8. After coordination and final review, the draft program will be sent to St/PB, which will be responsible for insuring its publication by the beginning of the new fiscal year. Before the program is sent to the printing plant for reproduction, St/PB will send an ozalid copy of the typed mats to St/PR which, with the assistance of the Control Staff (St/C), will prepare the sanitized versions for dissemination outside CIA.

Approved For Release 2000/05/05 : CIA-RDP71T00730R000200150006-9

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ATTACHMENT

FORMAT FOR SUBMISSION OF ANNUAL RESEARCH PROGRAMS BY ERA BRANCHES

In order to facilitate review and final publication, each Branch of ERA will submit on letter-size paper 1 original and 1 carbon copy of its program in the form and order indicated below.

1. Cover sheet, to include the name of the Branch and the Division and the date of submission.

2. List of the names of professional personnel in the Branch, together with the project assignments proposed for each analyst in the new fiscal year.

3. Table (Table 1) showing estimated distribution of available man-hours for the Branch, by type of activity, as follows:

Table 1

Type of Activity a/	Man-hours	
	Number	Percent
Total	b/	100
Project research		
Consultation and support		
Intelligence and Estimates File maintenance		
Training		
Administration		
Leave		
Miscellaneous		

a. See definition on the reverse side of the Analyst Record of Time Distribution.

b. Number of analysts (including Branch Chief and Intelligence Assistant) expected to be on duty, multiplied by 2,000.

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4. Table (Table 2) showing the estimated distribution of man-hours available for project research, by type of project, as follows:

Table 2

Type of Project	Man-hours	
	Number	Percent
Total	a/	100
Direct support projects		
Contributions b/		
Reports c/		
Other scheduled projects d/		
Allowance for carry-over and unanticipated requirements e/		

a. Total man-hours available for project research (from Table 1).
b. Includes direct manuscript contributions to NIE's and NIS's and also specific projects undertaken for other consumers as indicated in the list of direct support projects to be prepared by St/PR and sent to each Branch.
c. Includes individual Branch projects which are intended for publication as economic intelligence reports, research aids, or intelligence memoranda and which stem directly from research undertaken specifically to improve the quality of contributions from the Branches to NIE's, to NIS's, and to the programs of other consumers.
d. Includes all other projects scheduled by the Branches.
e. Refers to the number of hours required for final review and checking of reports which will be submitted to the Chief/E before the end of the current fiscal year but which will not be published until the next fiscal year, plus an allowance for unanticipated requirements.

5. List of scheduled direct support projects and area-wide self-initiated projects to which the Branch will contribute, listed in the order given in the list prepared by St/PR and furnished to each Branch. The list should be drawn up as follows:

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Project Number	Full Title	Man-hours	Due Date

a. Direct Support Projects

(1) National Intelligence Estimates
(2) National Intelligence Surveys
(3) Other contributions

b. Self-initiated projects

6. List of currently scheduled Branch projects with due dates (either present or proposed) in the next fiscal year. For each such project, give the project number, title, and man-hours required in the new fiscal year, due date, and a précis written in a form suitable for insertion in the published program. The style of the précis should conform to that used in the published research program of ERA for the current fiscal year.

7. List of proposed new Branch projects, each project to be listed on a separate page in the following format:

Title:

Intelligence Problem:

Write 1 or 2 paragraphs indicating the problem and giving background information sufficient to provide the reviewer with an understanding of the rationale for the proposed project.

Principal Consumer (or deficiency in research identified by the EIC):

Type of Report: (RR, IM, RA, other)

Man-hours: (to be spent in the new fiscal year)

Due Date: (to St/PR) Anticipated Publication Date:

Analyst:

Preliminary Outline:

Précis: (in the style suitable for insertion in the final published program)

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